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MARINE CORPS WASHINGTON DC
MILITARY POLICE AND CORRECTIONS TASK ANALYSIS. (U)
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**MILITARY POLICE AND CORRECTIONS
TASK ANALYSIS**

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UNITED STATES MARINE CORPS

TASK ANALYSIS PROGRAM

QUESTIONNAIRE BOOKLET

INTRODUCTION

YOU HAVE BEEN SELECTED TO PARTICIPATE IN A STUDY ON THE BASIS OF YOUR CURRENT JOB ASSIGNMENT. THE INFORMATION YOU FURNISH WILL BE OF GREAT VALUE TO THE MARINE CORPS IN FUTURE DECISIONS ON: (1) OCCUPATIONAL FIELD STRUCTURE, (2) TRAINING, (3) CLASSIFICATION, AND (4) ASSIGNMENT POLICY.

THIS QUESTIONNAIRE WAS CONSTRUCTED FROM ON-THE-JOB OBSERVATIONS AND INTERVIEWS WITH MARINES PERFORMING DUTIES AND TASKS SIMILAR TO THOSE YOU PERFORM. IT IS DESIGNED TO DETERMINE WHAT YOU DO IN YOUR PRESENT JOB.

THIS IS NOT A TEST. NEITHER YOU, YOUR COMMANDER, NOR YOUR UNIT WILL BE EVALUATED, IN ANY WAY, ON THE INFORMATION YOU PROVIDE. YOUR INDIVIDUAL RESPONSES WILL BE HELD IN THE STRICTEST CONFIDENCE.

THE RESULTS OF THE INFORMATION YOU PROVIDE IN THIS QUESTIONNAIRE WILL BE OF BENEFIT TO YOU AND OTHER MARINES IN YOUR OCCUPATIONAL FIELD. THEREFORE, PLEASE BE AS STRAIGHTFORWARD, ACCURATE AND FRANK AS POSSIBLE. ALL RESPONSES SHOULD BE BASED ON YOUR PRESENT JOB ASSIGNMENT.

THERE ARE FIVE PARTS TO THE QUESTIONNAIRE:

- PART I BACKGROUND INFORMATION SECTION
- PART II TASK SECTION
- PART III JOB SATISFACTION/DISSATISFACTION SECTION
- PART IV WRITE-IN SECTION
- PART V REMARKS SECTION

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GENERAL INSTRUCTIONS

1. READ ALL INSTRUCTIONS CAREFULLY.
2. USE ONLY THE PENCIL PRESENTED TO YOU BY THE QUESTIONNAIRE ADMINISTRATOR TO MARK YOUR RESPONSE. DO NOT USE A PEN OR COLORED PENCIL.
3. DO NOT MARK OR WRITE OUTSIDE OF THE RESPONSE BOXES AND CIRCLES IN THE FIRST 3 SECTIONS OF THE RESPONSE BOOKLET.
4. IF IT IS NECESSARY TO CHANGE A RESPONSE BE SURE TO ERASE IT COMPLETELY.
5. YOU WILL BE GIVEN AS MUCH TIME AS YOU NEED TO COMPLETE THIS TASK SURVEY QUESTIONNAIRE.
6. DO NOT FOLD OR CREASE THE RESPONSE BOOKLET.
7. ASK YOUR SURVEY ADMINISTRATOR IF YOU HAVE ANY QUESTIONS REGARDING THE TASK BOOKLET OR THE CODED RESPONSE BOOKLET.

NOW TURN TO PAGE 3 OF THIS QUESTIONNAIRE BOOKLET FOR INSTRUCTIONS ON HOW TO COMPLETE PART I.

PART I - BACKGROUND INFORMATION SECTION

INSTRUCTIONS FOR COMPLETING PART I OF THE RESPONSE BOOKLET:

QUESTIONS IN THIS SECTION REQUIRE YOU TO BLACKOUT THE NUMBER OR FILL IN A CIRCLE FOR YOUR DESIRED RESPONSE.

E X A M P L E S

2 SEX

18. DO YOU HAVE A MILITARY
DRIVERS LICENSE.

MALE
FEMALE

2

YES
NO

2

EXAMPLE MOS (5811)

6. PRIMARY MOS

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NOW, TURN TO PAGE 1 (PART I - BACKGROUND INFORMATION SECTION) IN THE RESPONSE BOOKLET AND BEGIN FILLING IN RESPONSES TO QUESTIONS 1 TO 13. BE SURE TO RESPOND TO EACH ITEM.

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTION 14 IN THE RESPONSE BOOKLET.

14. MY PRESENT BILLET TITLE IS BEST DESCRIBED AS: (SELECT ONLY ONE)

- 001. PROVOST SERGEANT
- 002. PLANS AND TRAINING CHIEF
- 003. PLANS NCO
- 004. TRAINING NCO
- 005. STATISTICIAN/PLANNER
- 006. ADMINISTRATIVE CHIEF
- 007. PASS/ID SECTION SUPERVISOR
- 008. VEHICLE REGISTRATION NCO
- 009. VEHICLE INSPECTION NCO
- 010. NCOIC/FEDERAL COURT LIAISON
- 011. SUPERIOR COURT LIAISON
- 012. MUNICIPAL COURT LIAISON
- 013. INVESTIGATION CHIEF
- 014. COMPLAINT CLERK
- 015. CRIMINAL SECTION SUPERVISOR/POLYGRAPH EXAMINER
- 016. CRIMINAL SECTION INVESTIGATOR
- 017. CRIMINAL SECTION INVESTIGATOR/EVIDENCE CUSTODIAN
- 018. NARCOTICS INVESTIGATOR
- 019. MARIJUANA DOG SECTION SUPERVISOR
- 020. DOG HANDLER
- 021. OPERATIONS SERGEANT
- 022. OPERATIONS CHIEF
- 023. MP SECTION WATCH COMMANDER
- 024. MP SECTION DESK SERGEANT
- 025. PATROL SERGEANT
- 026. MP SECTION PATROL SUPERVISOR
- 027. MP SECTION DESK CLERK
- 028. MILITARY POLICEMAN
- 029. GATE NCO
- 030. TRAFFIC SECTION SUPERVISOR
- 031. ACCIDENT INVESTIGATOR
- 032. TRAFFIC CONTROL/RADAR SUPERVISOR
- 033. TRAFFIC CONTROL/RADAR OPERATOR
- 034. TRAFFIC COURT NCO
- 035. TRAFFIC COURT CLERK/RECORDER
- 036. SHORE PATROL NCOIC
- 037. SHORE PATROL WATCH COMMANDER
- 038. SHORE PATROL DESK SERGEANT
- 039. SHORE PATROL PATRLMAN
- 040. MP/PROPERTY MAN
- 041. PLATOON SERGEANT
- 042. PLATOON GUIDE
- 043. SQUAD LEADER
- 044. ASSISTANT SQUAD LEADER

045. TRAINING CHIEF
046. TRAINING SUPERVISOR
047. LAUNDRY NCO
048. CORRECTIONS SUPERVISOR
049. DISCIPLINARY CLERK
050. VISITOR RECEPTION NCO
051. ASSISTANT VISITOR RECEPTION NCO
052. CHAPLAIN ASSISTANT
053. LIBRARIAN
054. MAIL SUPERVISOR
055. SECURITY SUPERVISOR
056. DECK SUPERVISOR
057. DUTY DECK SUPERVISOR
058. DECK CONTROL CENTER SUPERVISOR
059. MASTER CONTROL/KEY CONTROL SUPERVISOR
060. MASTER CONTROL CENTER SUPERVISOR
061. MASTER CONTROL CENTER LOCATOR
062. QUARTERS SUPERVISOR
063. SEGREGATION SUPERVISOR
064. ASSISTANT SEGREGATION SUPERVISOR
065. RAMP CONTROL CENTER SUPERVISOR
066. YARD SUPERVISOR/SERGEANT OF THE GUARD
067. ASSISTANT YARD SUPERVISOR
068. HOLDING AREA SUPERVISOR
069. RECEIVE/RELEASE SUPERVISOR
070. PROGRAM SUPERVISOR
071. COUNSELOR
072. RECREATION/SPECIAL SERVICES SUPERVISOR
073. INDOCTRINATION SUPERVISOR
074. EDUCATION SUPERVISOR
075. WORK SUPERVISOR
076. CONFINEE ESCORT
077. ANNEX SUPERVISOR
078. DUTY ANNEX SUPERVISOR
079. CONTROL CENTER SUPERVISOR
080. BASE CORRECTIONAL CUSTODY NCOIC/RESTORATION CHIEF
081. BASE CORRECTIONAL CUSTODY WATCH STANDER
082. ANIMAL WARDEN
083. GAME WARDEN
084. ARMORER
085. CUSTOMS INSPECTOR
086. NCOIC CUSTOMS
087. CUSTOMS INSPECTOR TEAM LEADER
088. CUSTOMS INSPECTOR/INSTRUCTOR
089. CUSTOMS CHIEF INSPECTOR

NOTE: THE FOLLOWING CORRESPONDS WITH QUESTION 15 IN THE RESPONSE BOOKLET.

15. WHICH OF THE FOLLOWING MOS RELATED SCHOOLS OR COURSES HAVE YOU COMPLETED?

(SELECT ONE OR MORE)

1. MILITARY POLICE OFFICER ORIENTATION CRS., FT. MCCLELLAN, ALABAMA
2. SECURITY MANAGEMENT CRS., FT. MCCLELLAN, ALABAMA
3. MILITARY POLICE OFFICER ADV CRS., FT. MCCLELLAN, ALABAMA
4. POLYGRAPH EXAMINER REFRESHER CRS., FT. MCCLELLAN, ALABAMA
5. CORRECTIONAL ADMINISTRATION CRS., FT. MCCLELLAN, ALABAMA
6. LAW ENFORCEMENT NCO ADV CRS., FT. MCCLELLAN, ALABAMA
7. PHYSICAL SECURITY CRS., FT. MCCLELLAN, ALABAMA
8. MILITARY POLICE INVESTIGATOR CRS., FT. MCCLELLAN, ALABAMA
9. LAW ENFORCEMENT (MP) CRS., FT. MCCLELLAN, ALABAMA
10. LAW ENFORCEMENT (CORRECTIONAL SPEC) CRS., FT. MCCLELLAN, ALABAMA
11. CHEMICAL EQUIPMENT REPAIR CRS., FT. MCCLELLAN, ALABAMA
12. CIVIL DISTURBANCE ORIENTATION (SEADOC), FT. MCCLELLAN, ALABAMA
13. POLYGRAPH EXAMINER TRAINING CRS., FT. MCCLELLAN, ALABAMA
14. CRIMINAL INVESTIGATION CRS., FT. MCCLELLAN, ALABAMA
15. SOCIAL WRK/PSYCH PROCEDURE CRS., FT. SAM HOUSTON, TEXAS
16. PLT DOG MARIJUANA DETECTOR CRS., LACKLAND AFB, TEXAS
17. SENTRY DOG HANDLER SUPERVISOR CRS., LACKLAND AFB, TEXAS
18. TRAFFIC MGT AND ACCIDENT INVESTIGATION CRS., LACKLAND AFB, TEXAS
19. LATENT FINGERPRINT EXAMINER CRS., FT. MCCLELLAN, ALABAMA
20. ADV INVESTIGATIVE MANAGEMENT CRS., FT. MCCLELLAN, ALABAMA
21. POLYGRAPH EXAMINER ADV CRS., FT. MCCLELLAN, ALABAMA
22. TRAFFIC MANAGEMENT AND ACCIDENT INVESTIGATION CRS., RANDOLPH AFB, TEXAS
23. PATROL DOG EXPLOSIVES DETECTION CRS., LACKLAND AFB, TEXAS
24. PATROL DOG DRUG DETECTION CRS., LACKLAND AFB, TEXAS
25. PATROL DOG EXPLOSIVE DETECTION RECERTIFICATION CRS., LACKLAND AFB, TEXAS
26. CORRECTIONS (MCI 58.1)
27. TRAFFIC LAW ENFORCEMENT AND ACCIDENT INVESTIGATION (MCI 58.11)
28. CRIMINAL INVESTIGATION CRS., U.S. ARMY MILITARY POLICE SCHOOL, FT. GORDON, GEORGIA
29. POLYGRAPH CRS., U.S. ARMY MILITARY POLICE SCHOOL, FT. GORDON, GEORGIA

NOTE: QUESTIONS 16 THROUGH 38 DO NOT APPLY. YOU HAVE NOW
COMPLETED PART I. PLEASE WAIT FOR YOUR ADMINISTRATOR TO
PROVIDE FURTHER INSTRUCTIONS BEFORE CONTINUING.

PART II - TASK SECTION

INSTRUCTIONS FOR COMPLETING PART II OF THE RESPONSE BOOKLET:

READ THROUGH THE ENTIRE TASK SECTION OF THIS QUESTIONNAIRE AND FILL IN THE CIRCLE UNDER THE TASK DONE COLUMN, IN THE RESPONSE BOOKLET, FOR EACH TASK STATEMENT WHICH YOU ACTUALLY PERFORM NOW IN YOUR BILLET. DO NOT FILL IN THE CIRCLES FOR TASKS THAT YOU DO NOT PERFORM. DO NOT BLACKEN THE NUMBERS TO THE RIGHT OF THE CIRCLES AT THIS TIME. SEPARATE INSTRUCTIONS WILL FOLLOW FOR THAT PART OF THE QUESTIONNAIRE AFTER YOU HAVE COMPLETED MARKING THE TASKS THAT YOU DO.

E X A M P L E

QUESTIONNAIRE BOOKLET

RESPONSE BOOKLET

TASK DONE

0001 TASK
0012 TASK
0035 TASK

●	0 0 0 1	1 2 3 4 5 6 7
○	0 0 1 2	1 2 3 4 5 6 7
●	0 0 3 5	1 2 3 4 5 6 7

THE TASKS PERFORMED IN YOUR PRESENT BILLET MOS FOLLOW:

1. MAINTAIN FACILITY KEY LOG BOOK
2. ISSUE FACILITY KEYS
3. MAINTAIN FACILITY LOG BOOK
4. REVIEW FACILITY LOG BOOK FOR COMPLETENESS/INCIDENTS
5. CONDUCT CONFINEE'S HEAD COUNT
6. SEARCH CONFINEE'S AREAS FOR CCNTRABAND
7. CONTROL/SEARCH TRAFFIC ENTERING OR LEAVING CORRECTIONAL FACILITY
8. INVESTIGATE CONFINEE DISTURBANCES
9. PROCESS CONFINNEES FOR CONFINEMENT/RELEASE
10. PREPARE/DISTRIBUTE ORDERS FOR ASSIGNMENT OR MOVEMENT OF CONFINED PERSONNEL
11. COUNSEL CONFINNEES ON ATTITUDE/MOTIVATION AND PERSONAL PROBLEMS
12. INSPECT FACILITY FOR CLEANLINESS/MAINTENANCE
13. PREPARE/SUBMIT CONFINEE REPORTS
14. PREPARE FACILITY EMERGENCY CONTROL PLAN
15. MAINTAIN VISUAL CONTROL OF CONFINNEES WITHIN FACILITY
16. CONDUCT FACILITY FIRE DRILLS
17. SEGREGATE CONFINNEES WITHIN CORRECTIONAL FACILITY
18. RECOMMEND CHANGES IN CONFINNEES CUSTODY CLASSIFICATION
19. RECOMMEND CLEMENCY FOR CONFINNEES
20. RECOMMEND CONFINNEES FOR SEPARATION
21. RECOMMEND CONFINNEES FOR RESTORATION TO DUTY
22. DEPOSIT CONFINNEES MONEY IN BANK

23. CONDUCT BED CHECKS OF CONFINNEES DURING HOURS OF DARKNESS
24. ASSIGN CONFINNEES TO WORK DETAILS
25. REVIEW CONFINNEES OBSERVATION REPORTS FOR CHANGE OF STATUS
26. CONDUCT CONFINEE FORMATIONS
27. REPORT CONFINEE ESCAPES
28. ESTABLISH VISITOR CONTROL BILL
29. REVIEW CONFINNEES VISITOR LOG BOOK FOR COMPLETENESS
30. MAINTAIN CONFINNEES VISITOR LOG BOOK
31. NOTIFY COMMANDS OF NON-VISITATION OF CONFINNEES
32. ADMINISTER CONFINNEES WELFARE PROGRAMS
33. CONDUCT CONFINNEES TRAINING PROGRAM
34. INSPECT CONFINNEES CLOTHING FOR SERVICEABILITY
35. MAINTAIN VALUABLE PROPERTY LEDGER
36. ISSUE HEALTH AND COMFORT ITEMS TO CONFINNEES
37. REVIEW CONFINNEES STRENGTH RECORDS FOR ACCURACY
38. INSPECT CONFINNEES MAIL FOR CONTRABAND
39. REVIEW CONFINNEES SENTENCE COMPUTATIONS TO INSURE GOOD TIME IS INCLUDED
40. ESCORT CONFINNEES CROSS-COUNTRY
41. ISSUE/RECEIVE READING MATERIAL FROM LIBRARY
42. DELIVER READING MATERIALS TO CONFINEE CELLS
43. SET UP CHAPEL FOR RELIGIOUS SERVICES
44. MAINTAIN CONFINNEES TELEPHONE CALL LOG BOOK
45. PLACE TELEPHONE CALLS FOR CONFINNEES
46. SCREEN CONFINNEES AA FORM REQUEST FOR INFORMATION AND FORWARDING

47. RECEIVE/VERIFY GUARD PROPERTY
48. INSPECT AIRCRAFT FOR SECURITY
49. PREPARE/UPDATE SECURITY TRIP STANDING OPERATING PROCEDURES (SOP)
50. INSPECT FUEL TRUCKS, LUBRICANT/FUEL SEALS AND SUPPLY STORAGE AREA FOR SECURITY
51. PREPARE/UPDATE ACCESS LISTS
52. PREPARE PASSPORT REQUESTS
53. PREPARE PERSONNEL SECURITY INVESTIGATIONS REQUESTS
54. PERFORM AS BOUNDARY GUARD AROUND AIRCRAFT
55. PERFORM AS CLOSE-IN GUARD AROUND AIRCRAFT
56. MAINTAIN MILITARY POLICE (MP) LOG BOOK
57. REVIEW MP LOG BOOK FOR COMPLETENESS
58. INITIATE EMERGENCY RECALL
59. ESTABLISH PRISONER OF WAR (POW) CAMPS
60. GUARD POW'S
61. PROCESS POW'S
62. PREPARE/SUBMIT REQUEST FOR EXPLOSIVE ORDNANCE DISPOSAL (EOD) ASSISTANCE FOR BOMB THREATS
63. BRIEF ALTERNATE CENTRAL SECURITY CONTROL ON STATUS OF SECURITY AREAS
64. BRIEF RELIEVING DESK SERGEANT/PATROL SUPERVISOR ON STATUS OF SECURITY AREAS
65. BRIEF SECURITY FORCE PERSONNEL ON SPECIAL ACTIVITIES SCHEDULED WITHIN SECURITY AREAS
66. CHALLENGE/IDENTIFY/DETAIN UNKNOWN PERSONS
67. CONDUCT SECURITY ALERT TEAM CHECKS
68. DESIGNATE SECURITY ALERT TEAM ROUTES TO SECURITY AREAS

69. DISPATCH SECURITY ALERT TEAMS/OTHER SECURITY ELEMENT TO SECURITY AREAS
70. APPREHEND/DETAIN PERSONNEL SUCH AS FELONS, AWOL, AND TRAFFIC VIOLATORS
71. REPORT ROAD CONDITIONS TO MILITARY POLICE DESK SERGEANT
72. REQUEST EMERGENCY EQUIPMENT SUCH AS AMBULANCE/WRECKER/FIRE TRUCKS
73. CONTROL PEDESTRIAN AND VEHICULAR TRAFFIC
74. CHECK PERSONNEL/VEHICLES FOR PROPER IDENTIFICATION
75. DISPATCH MILITARY POLICE VEHICLES
76. ASSIGN DRIVERS TO MP VEHICLES
77. MAINTAIN DISPATCHERS MASTER LOG
78. OPERATE MILITARY POLICE VEHICLES
79. PERFORM OPERATOR MAINTENANCE ON MP VEHICLES
80. FRISK PERSONS
81. SEARCH APPREHENDED PERSONNEL FOR CONTRABAND
82. POST AND RELIEVE SENTRYES
83. REVIEW RIGHTS WARNING PROCEDURE/WAIVER CERTIFICATE FOR COMPLETENESS
84. PREPARE/SUBMIT INCIDENT COMPLAINT REPORT (ICR) (DD 1630)
85. REVIEW ICR FOR ACCURACY
86. DETECT SPEEDING VIOLATORS USING RADAR, ENOSCOPE AND VASCAR INSTRUMENTS
87. MAINTAIN/ISSUE RADAR, ENOSCOPE AND VASCAR INSTRUMENTS
88. MAINTAIN TRAFFIC ENFORCEMENT RECORDS
89. REVIEW TRAFFIC CITATIONS FOR CORRECTNESS/COMPLETENESS
90. ISSUE TRAFFIC CITATIONS TO VIOLATORS

91. INSPECT GOVERNMENT QUARTERS OF PERSONNEL ON LEAVE/TAD FOR SECURITY
92. PREPARE CASES FOR TRAFFIC COURT
93. TESTIFY AT LEGAL PROCEEDINGS
94. PHOTOGRAPH PERSONNEL FOR IDENTIFICATION (ID) CARDS
95. TYPE ID CARDS
96. LAMINATE ID CARDS
97. CONTROL THE ISSUANCE OF ID CARDS
98. ISSUE ANIMAL ID TAGS
99. ISSUE HUNTING/FISHING LICENSES
100. ISSUE VEHICLE VISITOR PASSES
101. ISSUE VEHICLE DECALS SUCH AS BASE/COUNTY
102. INSPECT MOTOR VEHICLES FOR SAFETY
103. REGISTER MOTOR VEHICLE/WEAPONS
104. CONDUCT FIELD SOBRIETY TEST
105. RESTRAIN PERSONNEL BY USE OF HANDCUFFS, LEG IRONS OR STRAIGHT JACKETS
106. RAISE/LOWER COLORS
107. DISSEMINATE MILITARY/CIVILIAN POLICE INFORMATION
108. NEGOTIATE WITH PERSONNEL HOLDING HOSTAGES
109. MAINTAIN MP NOTEBOOK
110. ASSIGN MP'S TO WALKING PATROLS
111. CONDUCT SURVEILLANCE OF AREAS/PERSONS
112. WARN SUSPECTS OF THEIR RIGHTS
113. REQUEST PHOTOGRAPHIC ASSISTANCE
114. PHOTOGRAPH CRIME/ACCIDENT SCENE

115. PREPARE/SUBMIT AFTER ACTION REPORTS
116. MOVE AS A MEMBER OF A RIOT CONTROL FORMATION
117. EMPLOY RIOT CONTROL AGENTS SUCH AS CS AND CN GAS
118. SECURE A VITAL INSTALLATION/FACILITY
119. NOTIFY EXTERNAL AGENCIES OF CIVIL DISTURBANCES
120. SET-UP ROADBLOCKS/CHECKPOINTS
121. PROVIDE EMERGENCY FIRST AID FOR ON THE SCENE INJURED PERSONNEL
122. INSPECT RADIO EQUIPMENT FOR SERVICEABILITY
123. MAINTAIN RADIO COMMUNICATION WITH MP VEHICLES
124. MAINTAIN RADIO LOG
125. REVIEW RADIO LOG FOR ACCURACY/COMPLETENESS
126. MAINTAIN COMMUNICATIONS-PLOTTER BOARDS
127. MAINTAIN TELEPHONE/RADIO COMMUNICATIONS WITH SECURITY CONTROL
128. REVIEW TRAFFIC ACCIDENT INVESTIGATION REPORTS FOR COMPLETENESS
129. CLEAN/MAINTAIN TRAFFIC ACCIDENT INVESTIGATIVE EQUIPMENT SUCH AS CAMERAS AND OBSERVATION AIDS
130. DETERMINE TYPE OF TRAFFIC ACCIDENT VIOLATIONS
131. IDENTIFY CAUSES OF TRAFFIC ACCIDENTS
132. TAKE FIELD NOTES AT SCENE OF ACCIDENT
133. ANALYZE FACTS TO RECONSTRUCT ACCIDENT
134. DETERMINE TRAFFIC ACCIDENT VIOLATORS
135. PREPARE TRAFFIC ACCIDENT SPOT MAPS/FIELD SKETCHES
136. DETERMINE CONTRIBUTING FACTORS OF TRAFFIC ACCIDENT
137. DOCUMENT EVIDENCE PREPARED FOR COURT IN CONNECTION WITH TRAFFIC ACCIDENT

138. SECURE TRAFFIC ACCIDENT SCENE TO PRESERVE EVIDENCE/PROTECT PROPERTY
139. OBTAIN STATEMENTS FROM WITNESSES AND PERSON INVOLVED IN TRAFFIC ACCIDENT
140. CLEAR THE SCENE OF TRAFFIC ACCIDENT
141. PREPARE TRAFFIC ACCIDENT REPORT
142. REQUEST CROWD/TRAFFIC CONTROL AT ACCIDENT SCENE
143. MAINTAIN TRAFFIC ACCIDENT INVESTIGATION LOG BOOK
144. PREPARE STATISTICAL/VISUAL PRESENTATIONS OF TRAFFIC ACCIDENTS
145. MEASURE SKID MARKS AT SCENE OF TRAFFIC ACCIDENT
146. PROVIDE INPUT TO TRAFFIC BULLETIN
147. PREPARE TRAFFIC ENFORCEMENT BULLETIN
148. MAINTAIN MOTOR PATROL TRAFFIC ACCIDENT EQUIPMENT SUCH AS AXES/SHOVELS/ROPES/CROWBARS AND BROOMS
149. MAINTAIN TRAFFIC SIGNS/CONTROL DEVICES
150. SUBMIT RECOMMENDATIONS FOR ROAD REPAIRS
151. REQUEST LIMITED TECHNICAL INSPECTION (LTI) OF ACCIDENT VEHICLES
152. CONDUCT TRAFFIC SAFETY INFORMATION CLASSES
153. ESTABLISH UNIT CRIME PREVENTION PROGRAM
154. IMPLEMENT CRIME PREVENTION MEASURES
155. PREPARE SEARCH WARRANTS
156. RECEIVE/RECORD COMPLAINTS OF CRIMINAL OFFENSES COMMITTED
157. EXAMINE CRIME SCENE FOR PHYSICAL EVIDENCE
158. COLLECT EVIDENCE SUCH AS GLASS, BLOODSTAINS, HAIR AND FIBER

159. LIFT LATENT FINGERPRINTS AT SCENE OF CRIME
160. OBTAIN HANDWRITING EXAMPLES FOR EVIDENCE
161. SUBMIT EVIDENCE TO FEDERAL AND DEPARTMENT OF DEFENSE CRIME LABORATORY FOR EXAMINATION
162. EVALUATE EVIDENCE TO DETERMINE MOTIVES
163. STOW/ACCOUNT FOR EVIDENCE OF A CRIME
164. FINGERPRINT SUSPECTED PERSONNEL
165. MAINTAIN CRIMINAL INVESTIGATIVE PHOTOGRAPHIC EQUIPMENT/ SUPPLIES
166. EVALUATE FACTS/CIRCUMSTANCES OF A CRIME
167. PREPARE/SUBMIT A JUSTIFICATION CERTIFICATE
168. INFILTRATE INTO AREAS OF KNOWN CRIMINAL ACTIVITY
169. PREPARE A ROUGH SKETCH OF A CRIME SCENE
170. FIELD TEST DRUGS SUCH AS MARIJUANA, COCAINE, HALLUCINOGENS, BARBITURATES AND HASHISH
171. INTERROGATE SUSPECTED OFFENDERS
172. IDENTIFY OFFENDERS BY USE OF LINE-UP
173. PREPARE/SUBMIT CONTROL TRANSFERRED REPORT
174. PREPARE/SUBMIT INFORMATION REPORT
175. PREPARE/SUBMIT CASE ACTIVITY REPORT (NAVMC 10919)
176. PREPARE/SUBMIT CRIMINAL INVESTIGATIVE REPORT (NAVMC 10843)
177. MAINTAIN CRIMINAL INVESTIGATIVE NOTEBOOK
178. CLEAN/MAINTAIN POLYGRAPH INSTRUMENT
179. CALIBRATE POLYGRAPH INSTRUMENT
180. PREPARE/SUBMIT POLYGRAPH REPORT
181. INTERPRET INFORMATION FROM POLYGRAPH CHART

182. MARK POLYGRAPH CHARTS DURING EXAMINATION
183. PREPARE QUESTIONS TO BE USED DURING POLYGRAPH EXAMINATION
184. COORDINATE POLYGRAPH EXAMINATIONS
185. REQUEST POLYGRAPH EXAMINATIONS
186. OBTAIN SWORN STATEMENTS
187. PREPARE SWORN STATEMENTS
188. REVIEW SWORN STATEMENTS FOR ACCURACY
189. BOX/DESTROY AGRICULTURAL OR EDIBLE MATERIALS
190. CHECK CARGO MANIFEST AGAINST CARGO
191. CLEAR MILITARY PERSONNEL THROUGH CUSTOMS
192. COLLECT/REVIEW U. S. CUSTOMS PERMITS TO PROCEED
193. FORWARD CUSTOMS DECLARATIONS TO DESIGNATED CUSTOMS OFFICES
194. PREPARE CONSOLIDATED REPORTS OF CUSTOMS VIOLATIONS
195. REMOVE BAGGAGE FROM AIRCRAFT FOR CUSTOMS INSPECTIONS
196. REPORT SEIZURE OF CONTRABAND ARTICLES
197. REVIEW CUSTOMS DECLARATIONS FOR COMPLETENESS
198. REVIEW MILITARY AIRCRAFT PASSENGER MANIFESTS
199. SET UP CUSTOMS INSPECTION LINE FOR PASSENGERS/CREW LUGGAGE
200. TRANSFER CUSTODY OF CONTRABAND ITEMS TO INVESTIGATIVE AGENCIES
201. TRANSFER CUSTODY OF CUSTOMS VIOLATORS TO INVESTIGATIVE AGENCIES
202. ADMINISTER PRESCRIBED MEDICATION TO DOGS
203. DEVELOP SPECIAL REQUIREMENTS FOR DOGS
204. EVALUATE DOGS FOR TREATMENT OR DISPOSAL

205. EVALUATE DOGS WORKING CAPABILITIES
206. EVALUATE DOG HANDLERS CAPABILITIES
207. EXERCISE AND GROOM DOGS
208. FEED AND WATER DOGS
209. INSPECT DOGS HEALTH POINTS AND REPORT ABNORMALITIES
210. PREPARE REPORTS OF DOG ALERTS OR OTHER INCIDENTS INVOLVING DOGS
211. INSPECT DOG KENNELS/KENNEL AREAS FOR CLEANLINESS
212. CLEAN/MAINTAIN DOG KENNELS/KENNEL AREAS
213. MAINTAIN DOG HANDLING EQUIPMENT
214. MAINTAIN DOG TRAINING AND UTILIZATION RECORDS/CHARTS
215. ESCORT DOGS TO SICK-CALL
216. SEARCH BUILDINGS/AIRCRAFT/VEHICLES/PERSONNEL OR LUGGAGE USING DOGS
217. TRAIN DOGS TO TRAVEL IN VEHICLES/AIRCRAFT
218. TRAIN DOGS TO OBEY VERBAL COMMANDS OR GESTURES
219. TRAIN DOGS TO SEARCH BUILDINGS, AIRCRAFT, OR VEHICLES FOR DRUGS OR EXPLOSIVES
220. MAINTAIN LOG BOOK OF PICKED UP ANIMALS
221. IMPOUND QUARANTINED ANIMALS
222. PREPARE/SUBMIT IMPOUND REPORT
223. PICK UP STRAY ANIMALS
224. DELIVER STRAY ANIMALS TO CIVILIAN DOG POUND
225. RETURN LOST ANIMALS TO OWNERS
226. PREPARE/SUBMIT ANIMAL WARDEN YEARLY REPORT
227. CLEAN/MAINTAIN ANIMAL WARDEN VEHICLE

228. PICK UP/DISPOSE OF DEAD ANIMALS
229. MAINTAIN CATCH ALL POLE
230. ADMINISTER FIRST AID TO TRANQUILIZED ANIMALS
231. CHECK IN/OUT DRUGS/TRANQUILIZER GUN FROM ARMORY
232. DETERMINE DOSAGE OF TRANQUILIZER TO BE ADMINISTERED TO STRAY ANIMALS
233. CLEAN/MAINTAIN TRANQUILIZER GUNS/EQUIPMENT
234. ESCORT INJURED ANIMALS TO VETERINARIAN
235. ISSUE AMMUNITION
236. MAINTAIN RECORD OF INDIVIDUAL WEAPONS
237. INVENTORY ARMORY FOR WEAPON ACCOUNTABILITY
238. CHECK IN/OUT WEAPONS FROM ARMORY
239. CLEAN/MAINTAIN M16A1 RIFLE
240. INSPECT M16A1 RIFLE FOR SERVICEABILITY/CLEANLINESS
241. CLEAN/MAINTAIN .50 CAL MACHINEGUN HEAVY BARREL
242. INSPECT .50 CAL MACHINEGUN HEAVY BARREL FOR SERVICEABILITY/CLEANLINESS
243. CLEAN/MAINTAIN CAL. .45 PISTOL/MAGAZINE
244. INSPECT CAL. .45 PISTOL/MAGAZINE FOR SERVICEABILITY/CLEANLINESS
245. CLEAN/MAINTAIN CAL. .38 PISTOL
246. INSPECT CAL. .38 PISTOL FOR SERVICEABILITY/CLEANLINESS
247. CLEAN/MAINTAIN 12 GAUGE SHOTGUN
248. INSPECT 12 GAUGE SHOTGUN FOR SERVICEABILITY/CLEANLINESS
249. CLEAN/MAINTAIN M60 MACHINEGUN
250. INSPECT M60 MACHINEGUN FOR SERVICEABILITY/CLEANLINESS

251. INSPECT SECURITY PROCEDURES FOR ENTRANCE TO/EXIT FROM A CONTROLLED AREA
252. ESCORT DESIGNATED PERSONNEL IN A CONTROLLED/RESTRICTED AREA
253. PARTICIPATE IN CONVOY SECURITY OPERATIONS
254. CONDUCT OPERATION IDENTIFICATION PROGRAMS
255. INSPECT BARRACKS, BUILDING, ARMORIES, BANKS FOR PHYSICAL SECURITY
256. INSPECT PHYSICAL SECURITY ALARMS FOR SERVICEABILITY
257. CONTROL ENTRY INTO/ACCESS WITHIN RESTRICTED AREAS
258. TEST/OPERATE ALARM SYSTEM, ANNUNCIATOR PANELS, OR OTHER ALERTING DEVICES
259. PREPARE DETAILED REPORTS ON UNUSUAL EVENTS OCCURRING IN OR AROUND SECURITY AREAS
260. MAINTAIN FILES/PUBLICATIONS
261. PREPARE/MAINTAIN MILITARY POLICE DESK REFERENCE CARDS
262. PREPARE MP DESK BLCTTER
263. PREPARE MP JOURNAL
264. PREPARE CORRESPONDENCE
265. PROVIDE INPUT TO UNIT TRAINING PROGRAM
266. PREPARE/SUBMIT SERIOUS INCIDENT REPORT (SIR)
267. REQUEST SCHOOL QUCTAS
268. PREPARE/SUBMIT BUDGETS
269. PREPARE DUTY ROSTER
270. ASSIGN PERSONNEL TO DUTY WATCHES
271. PREPARE/SUBMIT RANGE/TRAINING REQUESTS
272. INSTRUCT/TRAIN PERSONNEL IN CORRECTIONAL FACILITY PROCEDURES

- 273. INSTRUCT/TRAIN PERSONNEL IN CORRECTIONAL CUSTODY PROCEDURES
- 274. INSTRUCT/TRAIN PERSONNEL IN CONFINEE CONFINEMENT/RELEASE PROCEDURES
- 275. INSTRUCT/TRAIN PERSONNEL IN TECHNIQUES OF GUARDING CONFINEES
- 276. PLAN PHYSICAL SECURITY FOR PLACES OF CONFINEMENT
- 277. SCHEDULE CONFINEES VOCATIONAL/PROFESSIONAL SERVICE SUPPORT
- 278. SCHEDULE CONFINEES EDUCATION PROGRAM
- 279. SCHEDULE CONFINEES TRAINING PROGRAM
- 280. SCHEDULE CONFINEES RECREATION ACTIVITIES
- 281. SUPERVISE PERSONNEL PERFORMING CORRECTIONAL CUSTODY DUTIES
- 282. SUPERVISE CONFINEES EDUCATION PROGRAM
- 283. SUPERVISE CONFINEES TRAINING PROGRAM
- 284. SUPERVISE CONFINEES RECREATION PROGRAMS
- 285. SUPERVISE CONFINEES WELFARE PROGRAMS
- 286. SUPERVISE PERSONNEL CONTROLLING FACILITY KEYS
- 287. SUPERVISE CONFINEES PERFORMING EXTRA POLICE DUTY (EPD)
- 288. SUPERVISE CONFINEES WORK DETAILS
- 289. SUPERVISE PERSONNEL FEEDING CONFINEES
- 290. SUPERVISE PERSONNEL RECEIVING CONFINEE PROPERTY/FUNDS
- 291. SUPERVISE PERSONNEL GUARDING CONFINEES
- 292. SUPERVISE PERSONNEL PERFORMING COUNSELOR DUTIES
- 293. SUPERVISE PERSONNEL PERFORMING CHAPLAIN ASSISTANT DUTIES
- 294. SUPERVISE PERSONNEL PERFORMING LIBRARIAN DUTIES
- 295. SUPERVISE PERSONNEL PERFORMING LAUNDRY DUTIES
- 296. SUPERVISE PERSONNEL ISSUING CONTROLLED SUBSTANCES SUCH AS PILLS AND COUGH MEDICINE

297. SUPERVISE PERSONNEL CONDUCTING CONFINED SICK CALL
298. SUPERVISE PERSONNEL PERFORMING CORRECTIONAL FACILITY DUTIES
299. COORDINATE INVESTIGATIVE ACTIVITIES
300. COORDINATE PATROL ACTIVITIES
301. ESTABLISH TRAFFIC ACCIDENT PREVENTION PROGRAMS
302. DEVELOP TRAFFIC REGULATIONS
303. INSTRUCT/TRAIN PERSONNEL IN TRAFFIC ACCIDENT INVESTIGATIONS
304. INSTRUCT/TRAIN PERSONNEL IN TRAFFIC CONTROL TECHNIQUES
305. INSTRUCT/TRAIN PERSONNEL IN THE USE OF RADAR, ENDSCOPE AND VASCAR INSTRUMENTS
306. INSTRUCT/TRAIN PERSONNEL IN RADIO PROCEDURES
307. INSTRUCT/TRAIN PERSONNEL IN PHYSICAL SECURITY TECHNIQUES
308. INSTRUCT/TRAIN PERSONNEL IN ANIMAL WARDEN PROCEDURES
309. INSTRUCT/TRAIN PERSONNEL IN DOG HANDLING TECHNIQUES
310. INSTRUCT/TRAIN PERSONNEL IN USE OF RIOT CONTROL AGENTS SUCH AS CS AND CN GAS
311. INSTRUCT/TRAIN PERSONNEL IN UNARMED DEFENSE TECHNIQUES
312. INSTRUCT GUARD IN GENERAL AND SPECIAL ORDERS
313. INSTRUCT/TRAIN PERSONNEL IN CUSTOMS INSPECTIONS PROCEDURES
314. PLAN CIVIL DISTURBANCE OPERATIONS
315. PLAN PATROL ACTIVITIES
316. PLAN SECURITY FOR VITAL INSTALLATION/FACILITY
317. PLAN SECURITY FOR DESIGNATED PERSONS
318. PLAN SECURITY FORCE (GUARD FORCE) OPERATIONS
319. PLAN CRIME PREVENTION PROGRAM
320. PLAN PLACEMENT OF TRAFFIC SIGNS/CONTROL DEVICES

321. PLAN/CONDUCT TRAFFIC STUDIES
322. PREPARE PATROL DISTRIBUTION PLAN
323. PREPARE/UPDATE TRAFFIC CONTROL PLAN
324. SUPERVISE PERSONNEL PERFORMING ANIMAL WARDEN DUTIES
325. SUPERVISE PERSONNEL PREPARING MILITARY POLICE DESK REFERENCE CARDS
326. SUPERVISE PERSONNEL PREPARING MP DESK BLOTTER
327. SUPERVISE PERSONNEL PREPARING MP JOURNAL
328. SUPERVISE PERSONNEL COLLECTING/REPORTING MILITARY/CIVILIAN POLICE INFORMATION
329. SUPERVISE PERSONNEL PERFORMING RADIO OPERATOR DUTIES
330. SUPERVISE PERSONNEL PERFORMING CRIMINAL INVESTIGATOR DUTIES
331. SUPERVISE PERSONNEL PERFORMING ROADBLOCK/CHECKPOINT DUTIES
332. SUPERVISE PERSONNEL PERFORMING RIOT CONTROL DUTIES
333. SUPERVISE PERSONNEL PERFORMING AREA ISOLATION
334. SUPERVISE PERSONNEL PERFORMING PATROL DUTIES
335. SUPERVISE PERSONNEL RESPONDING TO A HOSTAGE SITUATION
336. SUPERVISE PERSONNEL RESPONDING TO A DOMESTIC DISTURBANCE
337. SUPERVISE PERSONNEL PERFORMING TRAFFIC CONTROL DUTIES
338. SUPERVISE PERSONNEL COLLECTING EVIDENCE
339. SUPERVISE PERSONNEL PREPARING SWORN STATEMENTS
340. SUPERVISE PERSONNEL SEARCHING PERSONNEL
341. SUPERVISE PERSONNEL PERFORMING TRAFFIC ACCIDENT INVESTIGATOR DUTIES
342. SUPERVISE PERSONNEL PERFORMING DOG HANDLING DUTIES
343. SUPERVISE PERSONNEL PERFORMING UNIT TRAINING DUTIES

- 344. SUPERVISE PERSONNEL PREPARING SERIOUS INCIDENT REPORT (SIR)
- 345. SUPERVISE PERSONNEL PERFORMING CUSTOMS INSPECTIONS DUTIES
- 346. SUPERVISE PERSONNEL TAKING PHOTOGRAPHS

NOW THAT YOU HAVE FOUND ALL THE TASKS THAT YOU PERFORM IN YOUR PRESENT BILLET AND HAVE FILLED IN THE APPROPRIATE CIRCLES, READ THE FOLLOWING INSTRUCTIONS ON HOW TO TIME RATE THE TASKS YOU PERFORM.

PART II - TASK SECTION(CONTINUED)

INSTRUCTIONS FOR TIME RATING THE TASKS YOU HAVE INDICATED
YOU PERFORM

YOU ARE NOW READY TO TIME RATE EACH TASK THAT YOU HAVE MARKED THAT YOU CURRENTLY PERFORM. TO RATE THE RELATIVE AMOUNT OF TIME SPENT ON EACH TASK, YOU MUST FIRST DECIDE HOW MUCH TIME YOU SPEND ON EACH TASK. THEN COMPARE THIS TIME WITH THE AMOUNT OF TIME SPENT ON EACH OF THE OTHER TASKS THAT YOU HAVE CHECKED.

RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED USING THE "SEVEN-POINT" TIME SPENT SCALE SHOWN BELOW.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

REMEMBER, IF YOU SPEND VERY MUCH TIME PERFORMING A PARTICULAR TASK IN COMPARISON TO OTHER TASKS YOU PERFORM, THE TASK SHOULD BE RATED A 7 (VERY MUCH) IN THE RESPONSE BOOKLET. THE FOLLOWING EXAMPLES WILL SHOW YOU HOW TO MARK YOUR RESPONSES. THE FIRST TASK WAS DONE VERY MUCH. THE SECOND TASK WAS NOT CHECKED OR TIME RATED BECAUSE IT WAS NOT PERFORMED. THE THIRD TASK WAS RATED AS BEING PERFORMED BELOW AVERAGE.

TIME SPENT

1. VERY LITTLE
2. BELOW AVERAGE
3. SLIGHTLY BELOW AVERAGE
4. AVERAGE
5. SLIGHTLY ABOVE AVERAGE
6. ABOVE AVERAGE
7. VERY MUCH

E X A M P L E S

QUESTION BOOKLET

RESPONSE BOOKLET

TASK DONE

0001 TASK
0012 TASK
0035 TASK

0 0 0 1 0 2 3 4 5 6 7
0 0 1 2 0 2 3 4 5 6 7
0 0 3 5 0 1 3 4 5 6 7

TURN BACK TO PAGE 5 OF THE RESPONSE BOOKLET AND RECORD THE RELATIVE TIME SPENT FOR EACH TASK THAT YOU HAVE MARKED.

AGAIN, DO NOT TIME RATE TASKS YOU DO NOT PERFORM. DO NOT DARKEN MORE THAN ONE NUMBER FOR ANY TASK THAT YOU RATE.

AFTER YOU HAVE COMPLETED PART II YOU MAY CONTINUE ON TO PARTS IV AND V.

PART IV & V - WRITE-IN/REMARKS SECTIONS

INSTRUCTIONS FOR SECTIONS IV AND V OF THE RESPONSE BOOKLET:

THESE SECTIONS ASK FOR HAND WRITTEN COMMENTS, RECOMMENDATIONS AND SUGGESTIONS ABOUT YOUR TRAINING, MOS, AND JOB. YOU MUST WRITE ON THE TOP OF PAGE 15 YOUR RANK AND BILLET MOS.

HANDWRITTEN COMMENTS AND RECOMMENDATIONS RECEIVED FROM MARINES WHO HAVE PARTICIPATED IN SIMILAR SURVEYS HAVE BEEN EXTREMELY VALUABLE FOR PERSONNEL AND TRAINING MANAGERS. YOUR PARTICIPATION IN PROVIDING "FEEDBACK" TO THE MARINE CORPS ABOUT YOUR TRAINING, YOUR JOB, AND THIS QUESTIONNAIRE IS ENCOURAGED AND GREATLY APPRECIATED.

X X X X X X X X X X

WHEN YOU HAVE COMPLETED THESE FINAL 2 SECTIONS, RETURN YOUR QUESTIONNAIRE AND RESPONSE BOOKLET TO THE ADMINISTRATOR.

THANK YOU FOR YOUR TIME AND PARTICIPATION IN THIS SURVEY. YOU CAN BE ASSURED THAT THE INFORMATION PROVIDED BY YOU, ALONG WITH YOUR PERSONAL COMMENTS AND RECOMMENDATIONS, WILL BE KEPT CONFIDENTIAL AND WILL BE USED TO IMPROVE THE MANPOWER AND TRAINING ASPECTS OF THE MARINE CORPS.

END OF MPCR0878 INVENTORY BOOKLET